



1997 CENSUS OF MINERAL INDUSTRIES  
MINERAL CONTRACT SERVICES

OMB No. 0607-0845: Approval Expires 09/30/99

DUE DATE  
FEBRUARY 12, 1998

If you have questions concerning this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return any correspondence with your completed report to:

BUREAU OF THE CENSUS  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

Call for assistance, 8:00 a.m. to 8:00 p.m., Eastern Time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

(Please correct any errors in name, address, and ZIP Code.)

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

**Item 1A. EMPLOYER IDENTIFICATION NUMBER**  
**Is the Employer Identification Number (EIN) shown in the label the SAME as the one used for this establishment on its latest 1997 Employer's Quarterly Federal Tax Return, Treasury Form 941?**

094

☐ Yes

☐ No – Report current EIN (9 digits) →

**Item 1C. PRINCIPAL ACTIVITY – Mark (X) the ONE box which best describes the PRINCIPAL kind of business or industrial activity of this establishment.**

070

☐ Mining contract services, minerals extraction, quarrying, production, exploration or oil and gas field operations and services

☐ Manufacturing

☐ Construction

☐ Wholesale operations

☐ Retail operations

☐ Other

If you have marked (X) in boxes 2 through 6, describe your principal activity below.

**Item 1B.** Not applicable to this report.

IMPORTANT – PLEASE READ

A Mineral contract service establishment primarily performs exploration and other mining and quarrying support services for operators of mineral properties.

Include:

- all nationwide activities performed under your current Employer Identification Number (EIN) for the year 1997
- all activities performed in the United States
- separate state information in Item 19, page 7

**Item 2. EMPLOYMENT IN 1997**

**a. Number of PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS during pay period including the 12th of March** (Include both full- and part-time employees)

Key	Number
301	
307	
308	

**b. ALL OTHER EMPLOYEES** (Pay period including March 12)

**c. Total** (Sum of lines a and b)

HOW TO REPORT

Report dollars and hours rounded to thousands. Be careful to enter your figures in the correct columns.

Example: If a figure is \$1,125,628 – Report →  
If item value is equal to "0" (or less than \$500 or 500 hours) – Mark (X) →

Mil.	Thou.	Mark (X) if "0"
1	126	
		X 0

**Item 3A. ANNUAL PAYROLL IN 1997** (Exclude fringe benefits reported in item 3C)

**a. Annual production, development, and exploration workers' wages**  
(For the type of employee reported in item 2, line a)

**b. All other salaries and wages** (For the type of employee reported in item 2, line b)

**c. Total annual payroll** (Sum of lines a and b)

Key	Mil.	Thou.	Mark (X) if "0"
309			<input type="checkbox"/> 0
310			<input type="checkbox"/> 0
311			<input type="checkbox"/> 0
315			<input type="checkbox"/> 0
314			<input type="checkbox"/> 0

**Item 3B. FIRST QUARTER PAYROLL IN 1997** (Exclude fringe benefits)  
**Total payroll for the first quarter (January–March)**

**Item 3C. EMPLOYER'S COST FOR FRINGE BENEFITS** (Annual supplemental labor costs)  
**Total legally required expenditures and payments for voluntary programs**  
(Exclude from items 3A and 3B)

**Item 4. HOURS WORKED BY PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS IN 1997** (Annual)  
**Total annual hours worked by production, development, and exploration workers in 1997**

320			<input type="checkbox"/> 0
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Item 5. Not applicable to this report.				
Item 6. ASSETS, CAPITAL EXPENDITURES, AND RETIREMENTS <i>(Refer to the instructions on how to report leasing arrangements.)</i>	Key	Mil.	Thou.	Mark (X) if "0"
	a. Gross value of depreciable assets (acquisition cost) at the beginning of the year	341	\$	<input type="checkbox"/> 0
	b. Total capital expenditures (new and used) during the year <i>(Include capital expenditures for new and used buildings, structures, machinery, and equipment (excluding land))</i>	350		<input type="checkbox"/> 0
	c. Total retirements and disposition of depreciable assets (gross value of assets sold, retired, scrapped, destroyed, etc.)	353		<input type="checkbox"/> 0
d. Gross value of depreciable assets at the end of the year (Line a plus b minus c equals d)	356			<input type="checkbox"/> 0
Item 7. TOTAL DEPRECIATION CHARGES FOR THE YEAR 1997		359		<input type="checkbox"/> 0
Item 8. TOTAL RENTAL PAYMENTS FOR THE YEAR				
a. Rental payments for buildings and other structures, including land		360		<input type="checkbox"/> 0
b. Rental payments for machinery and equipment		361		<input type="checkbox"/> 0
c. Total (Sum of lines a and b)		362		<input type="checkbox"/> 0
Items 9A and 9B – Not applicable to this report.				
Item 9C. COST OF PURCHASED COMMUNICATION SERVICES (TELEPHONE, DATA TRANSMISSION, FAX, ETC.)	Key	Mil.	Thou.	Mark (X) if "0"
	392	\$		<input type="checkbox"/> 0
Item 10. COST OF SUPPLIES AND CONTRACT WORK FOR 1997				
INSTRUCTIONS				
<div>The figures reported should represent the total purchase cost of supplies, machinery installed, fuels, etc., actually used or processed during 1997. Include purchases, interplant transfers, and withdrawals from inventories.</div> <div>Cost is delivered costs; i.e., the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials. If there are no records of consumption, purchases may be reported instead if they do not differ significantly from the amounts actually used. Where consumption of major items differs significantly from purchases, consumption may be estimated by adding beginning inventories to the amount purchased and subtracting ending inventories.</div> <div>See accompanying instructions for additional information.</div>				
	Key	Mil.	Thou.	Mark (X) if "0"
	a. Cost of supplies used and purchased machinery installed (Report detail in item 17A)	321	\$	<input type="checkbox"/> 0
	b. Cost of products bought and sold as such without further processing (Report sales in item 18B as resales)	322		<input type="checkbox"/> 0
	c. Cost of purchased fuels consumed for heat, power, or the generation of electricity (Report detail in item 17B)	323		<input type="checkbox"/> 0
	d. Cost of purchased electricity (Report quantity in item 11, line a)	324		<input type="checkbox"/> 0
	e. Cost of contract work done for you by others	325		<input type="checkbox"/> 0
f. Total (Sum of lines a through e)	326		<input type="checkbox"/> 0	
Item 11. QUANTITY OF ELECTRICITY		Key	Kilowatthours	Mark (X) if "0"
		Mil.	Thou.	
a. Purchased electricity (Quantity comparable to cost reported in item 10, line d)		327		<input type="checkbox"/> 0
b. Generated electricity (Gross less generating station use)		328		<input type="checkbox"/> 0
c. Electricity sold or transferred to other establishments (Included in item 11a or 11b)		329		<input type="checkbox"/> 0
CONTINUE WITH ITEM 12 ON PAGE 3				



Item 17A. SUPPLIES USED AND PURCHASED MACHINERY INSTALLED DURING 1997

INSTRUCTIONS

Report delivered cost of individual items listed below.

Include:

Items listed below whether charged to current or capital accounts.

Cost of items for which less than \$25,000 worth was used in "All other supplies," line 6.

Supplies purchased by this establishment for use by companies performing subcontract work at this establishment.

Exclude:

Associated labor costs of the kind reported in items 3A, 3B, and item 10, line e.

Payments made for subcontract services performed, including payments for supplies and equipment furnished by the contractor incidental to this work.

For valuation, see instructions for item 10. If the information cannot be taken directly from your records, reasonable estimates are acceptable.

Line No.	Machinery installed and supplies used  (A)		Census material code  571 (B)	Received from other establishments of this company or purchased from others Cost, including delivery cost (freight-in) (E)		
				574	Thou-	
				Millions	sands	Dollars
1	PURCHASED MACHINERY INSTALLED, including mobile loading, transportation, and other equipment installed at the operation (Include charges to both current and capital accounts)		353020 1	\$		
2	PARTS AND ATTACHMENTS for mining, mineral preparation, construction, and conveying machinery and equipment		353030 0			
3	SUPPLIES USED	Explosive materials (except ammonium nitrate) and blasting accessories	289218 0			
4		Ammonium nitrate	289212 3			
5		Steel shapes and forms (except castings and forgings) such as plates, sheets, strip, piling, bars, rails, wheels, track accessories, pipe, tubing, wire, wire products, and structural shapes	331066 1			
6		All other supplies (such as timber, lumber, forgings, castings, drill bits, other tools, lubricants, treating oils, and water purchased, etc.) – List the three principal types of supplies included here.	970098 0			
7	TOTAL Sum of lines 1–6 should equal item 10, line a (page 2)			\$		

Item 17B. FUELS USED DURING 1997

Line No.	Kind of fuel (Report total delivered cost, not cost per unit. Fuels received from other establishments of your company should be included at estimated market value.)  (A)		Census fuel code  561 (B)	Unit of measure for quantities  (C)	1997 consumption		
					Quantity  563 (D)	Cost, including delivery cost (freight-in) (E)	
						564	
						Millions	Thou-sands Dollars
1	Coal – bituminous, subbituminous, lignite, and anthracite		120005 4	Short tons		\$	
2	FUEL OIL	Distillate (light) grade numbers 1, 2, 4, and light diesel fuel	291141 0	↑ Barrels (42 gal) ↓			
3		Residual (heavy) grade numbers 5 and 6 and heavy diesel fuel	291151 9				
4	Gas – natural, manufactured, and mixed		131159 6	Million cubic feet			
5	Gasoline		291111 3	Thousand gallons			
6	Other fuels – liquefied petroleum gas, coke, wood, and other		960018 0				
7	TOTAL Sum of lines 1–6 should equal item 10, line c (page 2)					\$	

CONTINUE WITH ITEM 18A ON PAGE 5

If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

Item 18A. TYPE OF MINE SERVICED DURING 1997 – Mark (X) the ONE for which you received the largest receipts.			
Line No.	Principal mineral activity of establishments served	Key	Mark (X) appropriate box
1	Metal mining	401	6411 <input type="checkbox"/>
2	Coal mining	402	6429 <input type="checkbox"/>
3	Mining of nonmetallic minerals, except fuels	403	6437 <input type="checkbox"/>
4	Crude petroleum, natural gas, and natural gas liquids	404	6445 <input type="checkbox"/>

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997

INSTRUCTIONS

Include:

- Separately, total amounts received or due for all types of mineral services performed for others during 1997.
- Receipts for supplies and equipment furnished by you incidental to the contract work.
- Coal or other minerals mined during the year for the account of others, but not delivered during 1997.
- Work done in 1997, but not billed in 1997.

Include: – Con.

- The estimated market value of services rendered, if payment for work was made in other than cash.
- In column D, the quantity of run-of-mine (raw) coal mined or culm-bank material handled, if your contract services included strip or auger mining of coal or lignite.

Exclude

 receipts for work performed prior to 1997.

Line No.	Description		Census product code	Raw coal produced (Short tons)	Amount received or due (E)		
			581	583	584	Thou-	
	(A)		(B)	(D)	Millions	sands	Dollars
1	METAL MINING SERVICES	Prospect and test drilling		10810 13 3		\$	
2		Geophysical surveying services (gravity, magnometric, radiometric and seismographic surveying; geophysical and geological mapping)		10810 16 6			
3		Exploration work, except prospect and test drilling and geophysical surveying services		10810 10 9			
4		Sinking mine shafts and driving mine tunnels		10810 17 4			
5		Open-pit mining metal ores not for your own account		10810 14 1			
6		Other metal mining services – Specify kind					
7	Coal Mining Services	DRILLING	Prospect and test drilling		12410 13 0		
8			Other drilling, including blasting		12410 15 5		
9		Sinking mine shafts and driving mine tunnels		12410 17 1			
10		Stripping overburden		12410 12 2			
11		Strip mining coal not for your own account		12410 14 8			
12		Recovering culm bank material and auger mining coal not for your own account		12410 16 3			
		Other coal mining services (including underground mining not for your own account) – Specify kind					
13				12410 19 7			
14	Nonmetallic Minerals (Except fuels) Services	DRILLING	Prospect and test drilling		14810 13 9		
15			Other drilling, including blasting		14810 15 4		
16		Stripping overburden		14810 12 1			
17		Open-pit or quarry mining minerals not for your own account		14810 14 7			
18		Geophysical surveying services (gravity, magnometric, radiometric and seismographic surveying; geophysical and geological mapping)		14810 16 2			
		Other nonmetallic minerals (except fuels) services – Specify kind					
19				14810 18 8			

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued							
Line No.	Description  (A)		Census product code	Raw coal produced (Short tons)	Amount received or due (E)		
			581	583	584	Millions	Thou- sands
20	Oil and gas field services – <i>Specify kind</i>		13890 36 3		\$		
21	Hauling minerals and mine equipment beyond mine property		95120 01 0				
22 23 24 25 26 27 28 29 30	PRODUCTS PRODUCED FOR YOUR OWN ACCOUNT	<i>Describe and report separately each product with a value of \$50,000 or more which cannot be assigned to lines 1–21 above. For all remaining products, write "Other" and report a single total value.</i>					
			18				
			26				
			34				
			42				
			59				
			67				
			75				
			83				
				91			
31	RESALES	Sales of products bought and sold without further processing. The cost of such products should be reported in item 10, line b (page 2).	99989 00 6				
32	TOTAL value of shipments and receipts Sum of lines 1–31 column (E)		77000 00 8		\$		

**REMARKS** – Please use this space for any explanations that may be essential in understanding your reported data.

<b>Item 19. STATE DATA</b>
<b>INSTRUCTIONS</b>
Report on page 7 the data for the States in which you performed mineral contract work during 1997.
Total figure reported on line 52 for –
column (C) – Should equal item 4.
column (D) – Should equal item 3A, line a.
column (E) – Should equal the sum of the figures reported in item 18B, column (E), lines 1–21.



If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

Item 19. STATE DATA – Continued

Line No.	State  (A)	Census use only	HOURS worked by production, development, and exploration workers during 1997			WAGES for production, development, and exploration workers during 1997			Amount received or due for work performed during 1997			Line No.
		Code (B)	(C)			(D)			(E)			
			592 Millions	Thou-sands	Hours	593 Millions	Thou-sands	Dollars	594 Millions	Thou-sands	Dollars	
1	Alabama	8 01 000 1										1
2	Alaska	8 02 000 0										2
3	Arizona	8 04 000 8										3
4	Arkansas	8 05 000 7										4
5	California	8 06 000 6										5
6	Colorado	8 08 000 4										6
7	Connecticut	8 09 000 3										7
8	Delaware	8 10 000 0										8
9	District of Columbia	8 11 000 9										9
10	Florida	8 12 000 8										10
11	Georgia	8 13 000 7										11
12	Hawaii	8 15 000 5										12
13	Idaho	8 16 000 4										13
14	Illinois	8 17 000 3										14
15	Indiana	8 18 000 2										15
16	Iowa	8 19 000 1										16
17	Kansas	8 20 000 8										17
18	Kentucky	8 21 000 7										18
19	Louisiana	8 22 000 6										19
20	Maine	8 23 000 5										20
21	Maryland	8 24 000 4										21
22	Massachusetts	8 25 000 3										22
23	Michigan	8 26 000 2										23
24	Minnesota	8 27 000 1										24
25	Mississippi	8 28 000 0										25
26	Missouri	8 29 000 9										26
27	Montana	8 30 000 6										27
28	Nebraska	8 31 000 5										28
29	Nevada	8 32 000 4										29
30	New Hampshire	8 33 000 3										30
31	New Jersey	8 34 000 2										31
32	New Mexico	8 35 000 1										32
33	New York	8 36 000 0										33
34	North Carolina	8 37 000 9										34
35	North Dakota	8 38 000 8										35
36	Ohio	8 39 000 7										36
37	Oklahoma	8 40 000 4										37
38	Oregon	8 41 000 3										38
39	Pennsylvania	8 42 000 2										39
40	Rhode Island	8 44 000 0										40
41	South Carolina	8 45 000 9										41
42	South Dakota	8 46 000 8										42
43	Tennessee	8 47 000 7										43
44	Texas	8 48 000 6										44
45	Utah	8 49 000 5										45
46	Vermont	8 50 000 1										46
47	Virginia	8 51 000 0										47
48	Washington	8 53 000 8										48
49	West Virginia	8 54 000 7										49
50	Wisconsin	8 55 000 6										50
51	Wyoming	8 56 000 5										51
52	TOTAL Sum of lines 1–51	9 00 000 1				\$			\$			52

Items 20 and 21. Not applicable to this report.

Item 22. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (Print or type)				Telephone		Area code	Number	Extension	
667 1				Telephone		2			
Name of company				Address (Number and street, city, State, ZIP Code)					
Period covered		FROM: Month		Day	Year	TO: Month		Day	Year
		666 1				2			
Signature of authorized person				Title				Date	

1997 CENSUS OF MINERAL INDUSTRIES

INSTRUCTIONS FOR REPORTING MINERAL CONTRACT SERVICES  
FORM MI-1101

GENERAL INFORMATION

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this questionnaire.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please write or call the Census Bureau as instructed on page 1 of the report form.

We estimate that it will take from 2 to 10 hours to complete this form, with almost 4 hours being the average. This includes time to read instructions, develop or assemble material, conduct tests, organize and review the information, and maintain and report the information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0845 Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233.

WHO SHOULD REPORT?

- Every concern that performed mineral contract work for other concerns during any part of 1997 in the United States is required to submit a census report.
- If you have not received forms to cover each of your operations, call or write the Census Bureau, describing the activity at the establishments for which you are requesting forms.
- If this questionnaire does not pertain to your type of activity, complete all appropriate items, such as employment, payroll, shipments, etc., of this report. Describe your activities in Item 1C, Principal Activity.

WHAT ACTIVITIES SHOULD BE REPORTED?

Include:

- mineral contract work performed for others, such as:
  - exploration for minerals and prospect and test drilling
  - sinking mine shafts and overburden stripping
  - mining metal ores, coal, stone, and other minerals for another’s account, including the loading of culm-bank material
  - pumping and draining mines and quarries
  - installing production equipment
- other associated activities **when carried on in connection with your mineral services** such as:
  - generating energy by your company for these operations
  - maintenance of equipment
  - receiving, shipping, storage, research, recordkeeping, health, safety, cafeteria, and other services

Exclude:

- operation of company stores, boardinghouses, bunkhouses, and recreational facilities
- separate sales branches, research laboratories, and general administrative offices. Report these on appropriate Census of Business, Census of Manufactures, or central office or auxiliary forms
- operation of mines for your own account or under lease or contract for others
- services performed for companies other than those that operate mines, pits, quarries, mills, preparation plants, or other mineral establishments
- general services, such as construction of tipples, washeries, mills or treatment plants, and highway construction

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 1997.
- If book records are not on a calendar-year basis, carefully prepared estimates are acceptable.

- If your fiscal year covers at least 10 months of calendar year 1997, and reporting on a calendar-year basis involves considerable cost, you may report on a fiscal-year basis. However, all payroll and hours-worked figures should relate to the calendar year rather than the fiscal year. (Use calendar-year payroll records from your tax records.)
- If an establishment began to operate or ceased to operate during 1997, report only the part of the year that the establishment was in operation.
- If the establishment changed ownership during the year, report only for that part of the year that your company owned the establishment. Report in item 15 the appropriate information on changes in operational status.
- Specify in the certification, item 22, the exact period that the report covers.

MULTIESTABLISHMENT COMPANIES ONLY

If any of the items requested are maintained in your records only at a divisional or company level, allocate their costs to each establishment for which you received a questionnaire. When determining transfer values of products and materials from one establishment to another (interplant transfers), include, in addition to direct costs of production, a reasonable proportion of "all other costs (company overhead) and profits." The establishments receiving such transfers should report them as purchased supplies, fuels, or electric energy at the same value plus cost of freight and other direct handling charges. (See item 10.)

SPECIFIC ITEMS

Item 2 – Employment in 1997

Include:

- all full- and part-time employees on the payroll of this establishment during any part of the pay period that includes the 12th of March
- persons on paid sick leave, paid holidays, and paid vacations
- officers of the establishment, if a corporation
- employees paid on a per ton, car, or yard basis
- a **distribution** of those who work in units that serve other activities also carried on at this establishment in addition to the mineral contract work (examples: medical staff, etc.). Also, distribute the earnings and hours worked of these employees among the respective establishments

Exclude:

- members of Armed Forces and pensioners carried on your active rolls
- proprietor or partners, if an unincorporated concern
- those who performed work for you but were on the payroll of another employer (such as employees of mine operators or subcontractors)

Item 2, Line a – Production, Development, and Exploration Workers

Include:

- workers (up through the working-supervisor level) engaged in services closely associated with the operation such as:
  - manual work
  - tools use and machine operation
  - materials and products loading and hauling
  - mineral properties care
  - exploration and development work
  - storage, shipping, maintenance, repair, and guard services
  - auxiliary production for own use (e.g., power plant)
  - recordkeeping

Exclude:

- supervisory employees above the working-supervisor level
- employees of subcontractors



Item 2, Line b – All Other Employees

*Include:*

- nonproduction personnel at this establishment engaged in supervision above the working-supervisor level and employees engaged in activities such as:
  - sales, advertising, purchasing, finance
  - highway trucking and other transportation
  - credit, collection, executive, legal, clerical, and routine office functions
  - personnel (including cafeteria, medical, etc.)
  - professional (engineers, geologists, etc.) and technical work
- force-account construction employees on your payroll engaged in construction of major additions or alterations to your facilities who are utilized as a separate workforce

*Exclude employees of subcontractors.*

Item 3A – Payroll in 1997

Report the gross earnings paid in calendar year 1997 to employees of this establishment prior to such deductions as employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.

*Include:*

- commissions, dismissal pay, and paid bonuses
- employee contributions to pension plans such as a 401(k) plan
- vacation and sick-leave pay
- cash equivalent of compensation paid in kind such as:
  - board and housing
  - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- salaries of officers of this establishment, if a corporation

*Exclude:*

- payments to proprietor or partners, if an unincorporated concern
- payments to members of Armed Forces and pensioners carried on your active payroll
- royalty payments to unions
- cost of smithing, explosives, fuses, electric cap lamps, and mine supplies used in production, development, and exploration work but charged to employees and deducted from their wages (Include this cost in item 10, line a, if applicable.)

Item 3C – Employer's Cost for Fringe Benefits

*Include employer payments for:*

- employer contributions for all programs required under Federal and State legislation such as:
  - Federal Old Age and Survivors' Insurance
  - unemployment compensation
  - Workers' compensation
  - legally required State temporary disability payments
- insurance premiums on hospital and medical plans
- life insurance premiums
- premiums on supplementary accident and sickness insurance
- union negotiated contracts
- programs supported by joint employer-employee contributions
- items generally considered as deferred rather than current income to employees and not subject to withholding tax such as:
  - all pension plans regardless of method of administration
  - supplemental unemployment compensation plans
  - welfare plans
  - stock purchase plans in which the employer payment is not subject to withholding tax
  - deferred profit sharing plans
- payments made directly to retired employees or their survivors that do not pass through a fund

When reporting payments for insurance, report net payments, i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums.

*Exclude:*

- losses on company-operated cafeterias and snack bars
- cost of in-plant medical services
- cost of free parking lots
- discounts on employee purchases
- cost of uniforms and other work clothing supplied to employees and similar expenditures
- wages and salaries reported in item 3A such as:
  - holidays, vacations, unused vacation, and sick pay
  - bonuses, night shift bonuses, and suggestion awards
  - jury pay
  - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- payments to employees out of a fund to which payments or allocations are made by the company

Item 4 – Hours Worked by Production, Development, and Exploration Workers

An hour worked is defined as the work of one person for 1 hour. Report figures from actual records of hours worked wherever available. If no records of hours worked were kept, estimate hours worked from payroll or other records.

*Include:*

- all hours worked or paid (except hours paid for vacations, holidays, or sick leave)
- overtime hours (report as actual hours worked, not straight-time equivalent hours)
- actual hours worked by an employee who elects to work during a vacation period
- all hours worked at this establishment for the entire year by all full-time and part-time production, development, and exploration workers reported in item 2, line a

*Exclude:*

- hours worked by employees of subcontractors
- hours of proprietors or partners

Items 6, 7, and 8 – Assets, Capital Expenditures, Retirements, Depreciation, and Rental Payments

*Multiestablishment Companies*

- If this establishment is part of a multiestablishment company and the establishment maintains a tenant relationship with the parent company or one of its subsidiaries and pays "rent" for the use of either its buildings or equipment, exclude the value of this rent from item 8, Rental Payments. Instead, report the gross value of assets made available to this establishment as a result of this "rental" agreement in item 6, as if the establishment owned them.
- If this establishment uses buildings or equipment rented directly from other companies, but rental payments are handled centrally at a company or division level, report the share of overhead charged to this establishment or estimate the share of rental charges appropriate to the operations of this establishment in item 8.

*Establishments Involved With Leasing Arrangements for Equipment and/or Buildings*

- Report leased equipment according to the type of lease negotiated with the producer or the lessor.
- Capital Leases (as defined by the Financial Accounting Standards Board (FASB)) report:
  - original cost or market value of that equipment and building as a value of fixed assets. Include annual depreciation and retirements charged against this equipment
  - cost (at market value) of acquisitions of building and equipment during the year as a capital expenditure and include it in the end-of-year assets and charge the first year depreciation (and retirements, if any)
- Operating Leases – report the periodic payments made to the producer or lessor in the rental section (item 8). Exclude the value of the building and equipment as assets, capital expenditures, depreciation, or retirements.

INSTRUCTIONS FOR REPORTING MINERAL CONTRACT SERVICES  
FORM MI-1101 – Continued

Item 6, Lines a and d – Gross Value of Depreciable Assets

Report the acquisition cost (not current market value) of depreciable assets for which depreciation or amortization reserves are maintained.

- For new construction or other improvement projects in progress but not yet complete, include:
  - cumulative capital expenditures for such projects already in place at the beginning and end of the year, respectively, in item 6, lines a and d
  - expenditures capitalized for these projects during 1997 in item 6, line b
- If the establishment was acquired during the year, report the value at the end of the year (item 6, line d) as your purchase cost adjusted for capital expenditures (item 6, line b) and deductions (item 6, line c) since the time of purchase. Include used assets purchased during the year at their market value at the time of transfer rather than at original book value.
- If the establishment was sold by your company during the year, report the gross value at the beginning of the year (item 6, line a) at its acquisition cost. Also report this acquisition cost plus capital expenditures that may have occurred since the beginning of the year and the time of sale in item 6, line c.
- Report gross assets for the end of the year consistently with the gross assets at the beginning of the year and the annual asset changes during the year. Item 6, line a plus line b minus line c equals line d.

Item 6, Line b – Capital Expenditures During Year

Report the actual capital outlays during 1997, not the final value of buildings or other structures completed or equipment put in place during the year. (These expenditures are of the type for which depreciation or amortization accounts are ordinarily maintained.)

- Capital expenditures during 1997 may be determined by the following computation:
  - (a) cost of additions completed during the year, plus
  - (b) work-in-progress at the end of the year, minus
  - (c) work-in-progress at the beginning of the year.

*Include:*

- labor and installation costs whether on contract or by your own forces
- replacements as well as additions to capacity for new depreciable assets
- value of improvements and capitalized repairs to machinery and equipment including those done to assets transferred from other establishments of this company
- expenditures at this establishment for old or existing plants and for secondhand equipment acquired from others (including the U.S. Government)
- gross book value of machinery or equipment transferred from other establishments of your company
- buildings and structures directly related to mineral exploration, development, and production
- machinery such as hoists, cranes, crushers, separators, and power plants
- values from construction by your own employees, where capitalized
- exploration, development, and production machinery; transportation and office equipment
- equipment such as excavators, loaders, locomotives, tractors, hoists, drills, compressors, pumps, and plant machinery, as well as furniture and fixtures for offices, cafeterias, and change rooms
- value of equipment produced and used at this establishment

*Include:* – Con.

- all mining, loading, transportation, and similar equipment for use at the operation
- plant equipment
- automobiles, trucks, and similar equipment
- replacements as well as additions to new capacity

*Exclude:*

- company houses and general recreational facilities
- value of land
- the cost of maintenance and repairs charged as current operating expense

Item 6, Line c – Retirements and Disposition of Depreciable Assets During the Year

*Include:*

- gross value of assets sold, retired, scrapped, destroyed, abandoned, etc., during the year at their acquisition cost
- value of assets transferred to other establishments of your company at their acquisition cost, rather than current market value

*Exclude* charges to depreciation or amortization reserves.

Item 7 – Depreciation Charges During the Year

Report the reduced value of assets (reported in item 6, line d) brought about through use, gradual obsolescence, or the effect of the elements (decay or corrosion) for 1997 only.

Include charges against assets acquired or completed during the year.

Item 8 – Rental Payments During the Year

Report rental payments made to other companies for use of depreciable assets such as buildings, other structures, machinery, and equipment. Include rental payments for land.

If this establishment is part of a multiestablishment company or is involved with leasing arrangements, see special instructions on page 2.

Item 10 – Cost of Supplies and Contract Work

*Include:*

- all supplies received for consumption
- items charged to both the current and capital accounts
- items consumed during 1997 although purchased earlier
- supplies consumed in your mineral contract work or used in the construction, maintenance, and repair of your own plant and equipment
- supplies furnished without charge to subcontractors or sold to employees for use in the mineral contract work
- fuels and electric energy consumed and cost of products resold
- contract or subcontract work

*Exclude:*

- supplies received during 1997 that were not consumed
- services such as advertising, telephone, fax, cable, insurance, development, and research rendered by other establishments
- services of engineering, management, marketing, legal, and other professional consultants, etc.
- depreciation charges against plant and equipment
- rent and rental allowances, interest payments, royalties, and use of patent fees
- supplies, parts, or machinery produced at this establishment
- extraordinary losses such as fire and flood
- labor costs of your employees (report these labor costs in items 3A and 3B)

Multiestablishment Companies

- If supplies, machinery installed, fuels, and electric energy are received from other establishments of your company, check the cost against the values reported by the establishment transferring the supply (see instructions for Multiestablishment Companies on page 1). Add freight and other direct handling charges.

Item 10, Line a – Cost of Supplies Used and Purchased Machinery Installed

Include:

- (The following list is shown only as an example; it should not be considered a complete list.)
  - bearings
  - belting and screen cloth
  - bolts, screws, and nuts
  - brake blocks and linings
  - carbon and graphite
  - brushes
  - cement
  - chemical reagents
  - coal spraying oils
  - dies, jigs, and fixtures
  - drill bits and accessories
  - explosives
  - first aid and safety supplies
  - floor gratings
  - forgings and castings
  - fuses
  - gears and pinions
  - grinding balls and rods
  - hammers
  - handtools
  - hardware
  - headlights and lamps
  - industrial diamonds
  - jacks
  - lubricating oils
  - lumber and timber
  - picks
  - piling
  - pipe and fittings
  - plates and sheets
  - rail and accessories
  - rods and bars
  - roof bolts
  - stationery, stamps, and office supplies
  - track accessories
  - water purchased
  - welding rods, electrodes and acetylene
  - wire, cable, and chain
- all new and used machinery, equipment, and parts installed whether purchased or received from other establishments of your company
- physical goods used or put into production

Exclude services used or overhead charges. Report services performed for you by others in item 10, line e.

Item 10, Line b – Cost of Products Bought and Sold Without Further Processing

Include:

- cost of all products bought and resold in the same condition as when purchased
- total value of all products resold in item 18B on the line for "Resales"

Item 10, Line c – Cost of Purchased Fuels Consumed

Report the total amount actually paid or payable for all purchased fuels consumed.

Include:

- fuels consumed at this establishment, but produced at another establishment of your company, in items 10, line c and 17B. Assign commercial values to them
- fuel used to power onsite trucks, forklifts, or motor vehicles
- anthracite, lignite, bituminous and subbituminous coal, coke, natural and manufactured gas, gasoline, wood, purchased steam, and all other fuels

Item 10, Line d – Cost of Purchased Electricity

Report total amount actually paid or payable for electric energy purchased during 1997 from other companies or received from other establishments of your company.

Exclude value of electricity generated and used at this establishment, but report its quantity in item 11, line b.

Item 10, Line e – Cost of Contract Work Done for You by Others

Include:

- payments for supplies and equipment furnished by the contractor or subcontractor incidental to the contract work
- an estimate of the value of the service if part of the payment to a subcontractor was in material produced

Exclude payments to miners paid on a per ton, car, yard, or footage basis. Include the compensation of such workers in item 3A.

Item 11 – Quantity of Electricity

Report all quantities of electricity in thousands of kilowatthours.

Item 11, Line a – Purchased Electricity

Report the quantity of electricity for which the cost is reported in item 10, line d.

Item 11, Line b – Generated Electricity

When a figure is reported on this line, include data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages, and hours worked in the figures reported in items 2, 3, and 4, and the cost of fuels used to generate electricity, in items 10, line c and 17B.

Item 11, Line c – Electricity Sold or Transferred

Include:

- quantity of electric energy that was also included in item 11, lines a and b, but was sold to other companies or transferred to other establishments of your company
- value of electricity sold in item 18B on "All other products" line

Item 12 – Inventories of This Establishment At End of Year

Include:

- the value of all inventories that are attributable to the establishment's operations regardless of where the inventories are held or stored
- for multiestablishment companies:
  - an assignment of the value of inventories that the establishment is responsible for, as if it owned them
  - the value of inventories held elsewhere for this establishment (centrally located stockpile, warehouse, etc.), and exclude the value from the report of the establishment where they are actually stored

Item 12, Line a – Total Inventories

Include:

- stockpiles of minerals received from other establishments for further processing or products ready for shipment
- stocks of items to be used for mineral service work
- stocks of supplies, parts, fuels, etc.

Item 12, Line b

The sum of item 12, lines b(1) and b(2) should equal the total inventories reported in item 12, line a.

Item 12, Line c(1)

LIFO reserve represents the excess of current period cost over the LIFO carrying value. LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value).

Item 17A – Supplies Used and Purchased Machinery Installed During 1997

Include:

- amounts actually paid or payable after discounts; include freight and direct charges incurred in acquiring the quantities of the listed items during 1997
- values as described in instructions for multiestablishments on page 1, for supply items transferred from other establishments of this company

Purchased Machinery Installed

Include:

- all new and used machinery and equipment that were purchased, or that were received from other establishments of your company whether charged to current or capital accounts
- machinery charged to the capital account in item 6, line b as well as here
- equipment that was installed at the establishment as well as mobile loading and transportation equipment

Item 17B – Fuels Used During 1997

Include:

- fuels that were purchased or transferred from outside of the defined boundaries of the establishment where they were consumed, for the production of heat, power, or generated electricity
- all fuels purchased from other companies or transferred from other establishments of your company and used at this establishment

Cost is delivered cost, the amount paid or payable after discounts, including freight and other direct charges incurred by the establishment in acquiring the fuels.

Conversions:

- fuel oil: 42 gallons = 1 barrel
- natural gas: 10,000 therms = 1 million cubic feet
- manufactured gas: 6,000 therms = 1 million cubic feet